



SPONSORED PROGRAMS POLICY AND PROCEDURE

OPERATING | 500.511

Last Evaluation

01/16/2025

Executive Staff Approval

02/18/2025

Board Approval

03/20/2025

1. Policy and Procedure Purpose

Mountainland Technical College (MTECH) is authorized to accept financial resources, grants, contracts, and cooperative agreements from sponsoring organizations to enhance its programs and services and further its mission and strategic plan. This document directs the manner in which these resources are managed.

2. Definitions

Allowable Cost - A cost charged to a sponsored program that, under federal regulation or sponsor requirement, is considered reasonable, allocable, and consistently treated.

Contract - A binding agreement between two parties.

Cooperative Agreement - An agreement providing substantial involvement between the sponsoring organization and the college in designing and carrying out the award's activities throughout the life of a sponsored program.

Employee - A person whose salary, wages, pay, or compensation is paid from college-managed funds provided by the State of Utah.

Grant - A type of sponsored program involving an award of monetary funding, or other tangible resource, granted by a sponsoring organization.

Indirect Cost - A cost incurred to support a project or program that does not directly benefit, and is not explicitly associated with, a sponsored program.

Proposal - A written or electronic request for a sponsored program.

Sponsored Program - An ongoing program to support scholarly activities, programs of service, or projects, utilizing contracts, grants, cooperative agreements, gifts, funds, materials, other forms of compensation, or exchanges of in-kind items or efforts.

Sponsoring Organization - An external organization that provides or awards sponsored programs.

Supervisor - An individual employed by the college who has hiring authority and a position that directly supervises an employee of the college.

3. References

MTECH 500.581 *Purchasing Thresholds and Limits Policy*

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 Code of Federal Regulations § 200

Utah Board of Higher Education (UBHE) Policy R532 *Acceptance and Approval of Grants and Contracts*

4. Policy

This policy and procedure applies to sponsored programs requested and administered by MTECH.

- 4.1 MTECH will follow all applicable federal, state, local, and sponsoring organization rules and regulations when administering sponsored programs.
- 4.2 MTECH's policy and procedure does not supersede any federal, state, local, or sponsoring organizations' guidelines in contracts or agreements for sponsored programs.

- 4.3 Relevant staff member(s) within the applicable department(s) oversee proposal development and submission, provide contract negotiation, facilitate awards, and arrange post-award services and fiscal management processes associated with sponsored programs.
- 4.4 Budget proposals for sponsored programs reflect only allowable costs necessary to carry out the program.
- 4.5 The maximum indirect costs allowable from a sponsoring organization should be defined in proposals for sponsored programs.
- 4.6 The Vice President (VP) of Administrative Services must approve proposals, grants, contracts, and cooperative agreements.

5. Procedure

- 5.1 Before planning and preparing a proposal, the relevant staff member(s) should obtain approval from their supervisor.
- 5.2 The relevant staff member(s) and their supervisor should make every effort to avoid conflicting proposal submissions, identify potential obligations (e.g., classroom/lab space, equipment, supplies, staff, data storage, library resources, curriculum development, etc.), align with MTECH's mission and strategic plan, and ensure that the proposal is in the best interest of MTECH and its stakeholders.
- 5.3 Institutional pre- and post-award compliance with sponsored programs is primarily the responsibility of the department associated with the award and the relevant staff member(s). To ensure proper oversight and process coordination, the department or relevant staff member(s) should notify the Finance Department.
- 5.4 The Finance Department should receive a monthly summary of all sponsored program proposals that have been submitted and awarded.
- 5.5 Any changes to an original award should be documented in the summary report.
- 5.6 Supporting documentation such as invoices, receipts, contracts, and other documents for all expenses must be kept for the period defined by the sponsoring organization, following federal, state, and local guidelines.

- 5.7 A summary of sponsored program proposals exceeding \$750,000 will be submitted to the UBHE in compliance with the UBHE Policy R532.
- 5.8 Every effort should be made to document and ensure funds are spent in a timely and appropriate manner. Sponsoring organizations may consider unused funds in determining future allocations and may require the return of unused funds.
- 5.9 If there are remaining funds or budget overspends, the Finance Department should be notified as soon as possible so that it can manage the situation appropriately.

6. Evaluation History

Last Evaluation	Executive Staff Approval	Board Approval
This document was adopted by approval by the Board of Trustees on 03/20/2025		